

EXHIBIT A

UNITED STATES BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF WASHINGTON

ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING PLEADINGS AND PAPERS BY ELECTRONIC MEANS

I. REGISTRATION FOR THE ELECTRONIC CASE FILING (ECF) SYSTEM

A. PARTICIPANTS.

Each attorney admitted to practice in this Court and each standing and panel trustee shall be eligible to receive one or more passwords for the ECF System to permit the person to participate in the electronic retrieval and filing of pleadings and other papers in accordance with the Electronic Filing Procedures. Other parties may be eligible to receive a password only upon the express approval of the Chief Bankruptcy Judge. Registration for a password is governed by Paragraph I.B.

B. REGISTRATION.

1. A registration form, in the form attached, shall be submitted for each participant. The attached form may be duplicated for use.
2. All registration forms shall be mailed or delivered to the Clerk of the Court.
3. Each participant registering for the ECF System will receive telephonic notice from the Clerk of the Court indicating that an envelope containing the participant's assigned password is available for pick-up from the Clerk of the Court. Only the participant or an authorized representative may pick up the envelope. Out-of-state attorneys and attorneys in outlying areas applying for registration may communicate with the Clerk of the Court to arrange for delivery of the password.
4. Once registered, a participant may withdraw from participation in the ECF System by providing the Clerk of the Court with written notice of such withdrawal. Upon receipt, the Clerk of the Court will immediately cancel the participant's password and will delete the participant from any applicable electronic service list.
5. Participation in ECF requires attorneys and trustees to complete and file a Credit Card Authorization form with the Finance Department of the Office of the Clerk of the Court. The numbers for one or more active credit card accounts may be indicated on this form. When a document requiring a fee is electronically filed,

notice of the transaction will be generated in a report to the Court Services Department. The Court Services Department will process the charge to the filing party's credit card account on the first business day following the submission of the electronically filed document. In the event the credit card charge cannot be processed, the filing party will be contacted and must satisfy the required payment within 24 hours.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FILING.

1. Except as expressly provided in Paragraph III.A. below and in exceptional circumstances which prevent a participant from filing electronically, all petitions, motions, pleadings, memoranda of law, or other documents required to be filed with the Court shall be electronically filed on the ECF System. Notwithstanding the foregoing, parties and attorneys who are not participants in the ECF System are not required to electronically file pleadings and other papers in a case assigned to the ECF System.
2. Participants filing petitions, schedules, statements, lists, and amendments thereto using these Electronic Filing Procedures shall be excused from providing copies required by Local Rule W.D. Wash. Bankr. 1007-1(a) and Local Rule W.D. Wash. Bankr. 1009-1(b). Participants filing motions shall be excused from providing copies as required by Local Rule W.D. Wash. Bankr. 9013-1(d)(4), *except* when the motion, response, memorandum, objection or reply, together with its supporting documents, in total exceeds 25 pages in length *or* as otherwise ordered by the Court. If the motion, response, memorandum, objection or reply, together with supporting documents, exceeds 25 pages combined total length, participants must provide chambers copies in accordance with Local Rule W.D. Wash. Bankr. 9013-1(d)(4).

B. SUMMONS IN ADVERSARY PROCEEDINGS.

Plaintiffs filing an adversary complaint electronically are excused from the requirement to provide a summons and cover sheet set forth in Local Rule W.D. Wash. Bankr. 7004-2. The Clerk of the Court shall issue to the plaintiff a completed summons for each defendant. This paragraph does not excuse compliance with Fed.R.Bankr.P. 7004 or Local Rule W.D. Wash. Bankr. 7004-1.

C. SERVICE.

1. Whenever a pleading or other paper is filed electronically in accordance with the Electronic Filing Procedures, the ECF System will automatically generate a Notice

of Electronic Filing and transmit it to the filer by electronic means at the time of docketing. All other parties in the case who are ECF participants will automatically receive a Notice of Electronic Filing by electronic means either at the time of filing or on a daily basis.

2. If the recipient of a Notice of Electronic Filing is a participant in the ECF System, service by electronic means of the Notice of Electronic Filing shall be the equivalent of service of the pleadings by delivery.
3. The filing party shall serve the pleading or other paper upon all non-participants entitled to notice or service in accordance with the applicable rules.

D. SIGNATURES; AFFIDAVITS.

1. Petitions, lists, schedules and statements requiring the signature of the debtor(s) that are filed electronically require an originally executed *DECLARATION RE: ELECTRONIC FILING, Local Rules W.D. Wash. Bankr. form 6*. The *DECLARATION RE: ELECTRONIC FILING* must be filed with the Court within 5 business days of the electronic filing of the petition.
2. Pleadings, affidavits, and other documents that must contain original signatures or that require verification under Fed.R.Bankr.P. 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746, shall be filed electronically. The original signed document shall be maintained by the attorney of record or the party originating the document for a period not less than 5 years. Upon request, the original document must be provided to other parties or the Court for review. The pleading or other document electronically filed shall indicate a signature; e.g., "/s/ Jane Doe."

E. ORDERS.

1. Proposed orders submitted in accordance with Local Rule W.D. Wash. Bankr. 9013-1(d)(1) shall be submitted electronically as an attachment to the motion.
2. Original orders, including orders submitted pursuant to Local Rules W.D. Wash. Bankr. 9013-1(f)(2) and 9013-1(g)(2), may be submitted electronically by filing the order as a "received unsigned order," according to the procedure set forth in the *Electronic Case Filing Participant Guide*.

F. TITLE OF DOCKET ENTRIES.

The person electronically filing a pleading or other document will be responsible for designating a title for the document by using one of the categories contained in the *Electronic Case Filing Participant Guide*.

G. TIME.

All references to time contained in the Electronic Filing Procedures are to Pacific Standard or Daylight Saving Time, whichever is in effect.

H. TIME FOR FILING UNDER LOCAL RULE W.D. WASH. BANKR. 9013-1(d).

Pleadings or other documents can be filed in the ECF System by participants at any time. However, for determining whether a pleading or document was timely filed or served for purposes of Local Rule W.D. Wash. Bankr. 9013-1(d), the pleading or document must be entered into the ECF System by 4:30 p.m. on the date due.

III. CONVENTIONAL FILING OF DOCUMENTS

A. CONVENTIONAL FILINGS.

The following documents shall be filed conventionally and not electronically unless specifically authorized by the Court:

1. Documents to be Filed under Seal. A motion to file document(s) under seal shall be filed electronically; however, the actual document(s) to be filed under seal shall be filed conventionally. A paper copy of the order shall be attached to the document(s) under seal and be delivered to the Clerk of the Court.
2. Exhibits.
 - a. Exhibits, other than trial exhibits, including but not limited to leases, notes, and the like, which are not available in electronic form, may be filed conventionally with a copy of the Notice of Electronic Filing to indicate the referenced document. Wherever possible, however, such documents, or the relevant portions thereof, should be electronically imaged (i.e., "scanned") and filed using the Portable Document Format (PDF).
 - b. Exhibits from trials and evidentiary hearings shall be submitted in accordance with existing rules or as ordered by the Court.
3. Proofs of Claim. Notwithstanding the provisions of Local Rule W.D. Wash.

Bankr. 2083-1, all claims must be filed with the Clerk of the Court; the Chapter 13 Trustees shall promptly forward to the Clerk of the Court any proofs of claim received pursuant to the repealed rule, Local Rule W.D. Wash. Bankr. 2083-1.

B. SERVICE OF CONVENTIONAL OR 3.5 INCH DISK FILINGS.

Pleadings or other documents that are filed conventionally or on a 3.5 inch disk rather than electronically shall be served in the manner provided for in, and on those parties entitled to, notice in accordance with the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules for the Western District of Washington except as otherwise provided by order of the Court.

IV. PUBLIC ACCESS TO THE SYSTEM DOCKET

A. PACER.

1. PACER (Public Access to Court Electronic Records) provides Internet access to Court dockets and images. This system requires users to establish a PACER account and register for a login and password. Registration can be completed via telephone by calling the PACER Service Center at (800) 676-6856 or (210) 301-6440. Parties may register for PACER on-line at <http://pacer.psc.uscourts.gov>.
2. A users fee of \$0.07 per page for accessing Court information through PACER was approved by the Judicial Conference of the United States at its September, 1998 meeting. There will be no charge, other than fees set forth in 28 U.S.C. § 1930, for filing documents.
3. Participants who have set up automatic electronic notification in a case will not be charged for one-time retrieval, downloading or viewing of that document when accessing the document directly from the e-mail notification.

B. PUBLIC ACCESS AT THE COURT.

The public will have electronic access to the electronic docket and documents filed in the ECF System at the Office of the Clerk of the Court, for viewing at no charge, during regular business hours Monday through Friday.

C. CONVENTIONAL COPIES AND CERTIFIED COPIES.

Conventional copies and certified copies of electronically filed documents may be purchased at the Office of the Clerk of the Court, 1200 Sixth Avenue, Suite 315, Seattle, WA 98101 or 1717 Pacific Avenue, Suite 2100, Tacoma, WA 98402. The fee for copying and certification will be in accordance with 28 U.S.C. § 1930.

DATED: May 1, 2001